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## **CONDITIONS GOVERNING THE USE OF GUILDHALL AND ITS PRECINCTS BY OUTSIDE USERS**

1. **The Hirer's attention is drawn to the Important Information in the Schedule.** If the use of accommodation at Guildhall and its precincts (including the Crypt and outlying areas as identified in the floor plan issued to you separately) is granted, it is a condition that the Hirer shall reimburse the City of London Corporation ("the City") for all expenses incurred in connection with the use (use to include, for the avoidance of doubt, preparation prior to the event, use during the event and removal after the event), based on the scale of charges for normal fitting up and use current at the date of hire.
  
2.
  - (a) The current scale of charges for use of accommodation is available on request from the Assistant Remembrancer (Ceremonial). The City reserves the right to revise charges for the use of accommodation from time to time. For the avoidance of doubt the Hirer acknowledges and agrees that the charges payable by the Hirer shall be calculated by reference to the scale of charges current at the date of the hire of the Guildhall which may differ from the scale of charges current at the date of booking.
  
  - (b) These charges are exclusive of VAT which will be levied on a proportion of the charges and do not include charges made by contractors for the provision of awnings and special items of furniture. Accounts for these items will be sent to the Hirer for settlement together with the City's account.
  
3.
  - (a) The Hirer will be responsible for all loss of or damage to property at Guildhall (including theft) and for any injury to persons and/or things arising in connection with its hire of Guildhall caused by or in consequence of any act or omission on the part of the Hirer its agents, employees, contractors, guests or invitees and indemnifies and shall keep indemnified the City against all such loss damage or injury.
  
  - (b) The City has arranged public liability insurance for the benefit of those who hire any part of the Guildhall under these terms. This insurance is provided automatically, however the Hirer is free to maintain separate arrangements. The insurance afforded by the policy is not limited to claims arising under the indemnity given by the Hirer to the City. The insurance does not give cover for claims arising otherwise than in connection with the Hirer's use of the Guildhall.
  
  - (c) The Insurance will provide indemnity up to a limit of £10,000,000 against legal liability for damages in respect of (a) Accidental Injury or (b) Accidental loss of or damage to material property as set out in Paragraph 1 of the Schedule annexed hereto. The Hirer shall satisfy itself as to the adequacy of the insurance provided by the City and will arrange for its own insurance to cover any excess risk.
  
  - (d) The Hirer shall ensure that all contractors (including caterers) engaged in relation to the hire, shall carry suitable and sufficient insurance relevant to the activity for which they are engaged.
  
  - (e) Such policy or policies and if necessary the current premium renewal receipt for the same shall be produced to the Assistant Remembrancer (Ceremonial) if requested.

- (f) The Hirer acknowledges that Guildhall and its precincts are a Grade I Listed Building and Ancient Monument, and that certain steps must be taken to preserve the same in its existing condition. It is therefore necessary to impose the following further conditions or restrictions on the use of Guildhall:-
- (i) The Hirer shall (and shall ensure that its agents, sub-contractors, employees or any other person engaged or employed by the Hirer or under its control) observe the obligations in Item 2 (d) (i) and (ii) of the Schedule annexed hereto and shall not use, or permit to be used any working practice which conflicts with those obligations, and
  - (ii) Not less than fourteen days before the first date upon which the Hirer shall be entitled to enter Guildhall under this Agreement of Hire, the Hirer shall contact the Assistant Remembrancer (Ceremonial), and consult fully with her with regard to the further terms, conditions, or restrictions that the Assistant Remembrancer (Ceremonial) may deem necessary to preserve the building and/or contents, arising out of any proposed works that the Hirer may wish to execute during the hire period. The Hirer shall comply strictly with any such further terms, conditions, or restrictions imposed.
  - (iii) Without prejudice to the generality of sub-clause (ii) above where the Hirer proposes to carry out any works including erection of temporary structures and lighting and associated works the Hirer shall comply with "Guidance to Guildhall Technical Contractors" a copy of which is available on request from the Assistant Remembrancer (Ceremonial).
  - (iv) Without prejudice to the generality of Clause 18 below, if the Hirer wishes to use large/complex or dangerous pieces of equipment in any part of the hired accommodation at the Guildhall the Hirer shall comply with the "Provision and Use of Work Equipment Regulations 1998".
- (g) The Hirer is informed that some of the accommodation is of a temporary nature. The Hirer agrees to accept the accommodation as it is found on the date of the hire.
- (h) The charges for the hire of the Guildhall and its precincts include the provision of all tables and chairs, cloakroom and security staff. Also included is the provision of a standard public address system and operator.. Any special public address requirements should be arranged between the Hirer and the City of London's appointed contractor whose contact details are available on request from the Assistant Remembrancer (Ceremonial). The Hirer must obtain the approval of the City of London through the Assistant Remembrancer (Ceremonial) to any other additions or internal decorations or furnishings to ensure they are appropriate and in keeping with the tradition of Guildhall.
- (i) The Hirer shall comply with the Health and Safety Requirements set out in Item 2 of the Schedule annexed hereto and in particular shall ensure that the maximum permitted number of guests is not exceeded in any circumstances.
4. The Hirer must notify the Assistant Remembrancer (Ceremonial) no later than 14 days before the function as to the number of persons intending to be

present, table plan (in the case of luncheons or dinners), timings and general arrangements.

5. Unless previously agreed in writing, all accommodation shall be vacated by 4 p.m. for daytime bookings and 11 p.m. for evening bookings. Should the Hirer fail to vacate by these times for any reason all additional costs and expenses incurred as a result by the City of London shall be reimbursed by the Hirer. Any such amount not paid within 14 days of demand shall be recoverable as a debt due.
6. At the end of the event the Hirer shall remove all litter from the accommodation and ensure that the accommodation is left in a clean and tidy condition to the satisfaction of the Assistant Remembrancer (Ceremonial) or her authorised representative. Should the Hirer fail to leave the Guildhall venue (referred to as the accommodation and its precincts (including where relevant the Crypt and outlying areas as identified in the floor plan issued to you separately) in a suitable state, all additional costs and expenses incurred by the City of London in arranging for the accommodation at the Guildhall venue referred to above to be returned to a suitable state, shall be reimbursed by the Hirer. Any such amount not paid within 14 days of demand shall be recoverable as a debt due.
7. In the event of it being proposed or intended that a Member of the Royal Family will be present at Guildhall, the Hirer shall forthwith inform the Assistant Remembrancer (Ceremonial). The City of London reserves the right to require the Hirer to agree with the Assistant Remembrancer (Ceremonial), the ceremonial to be observed on the occasion of the function.
8. If it is proposed to invite the Lord Mayor, Sheriffs, Aldermen or the Chief Commoner to a function, the Assistant Remembrancer (Ceremonial) would be pleased to advise on the procedure which should be followed.
9. In order to protect and preserve the dignity of the Office of the Right Honourable the Lord Mayor, the Hirer is required to obtain his prior approval (through the Assistant Remembrancer (Ceremonial)), of any publicity material proposed to be published concerning a function at Guildhall which makes specific reference to the Lord Mayor. If this procedure is not complied with, the City of London reserves the right to cancel the holding of the function in accordance with the cancellation provision herein.
10. No charge for admission shall be made at the entrance to, or in Guildhall, or its precincts. Auctions, raffles and any other collections of money are permitted in the Guildhall subject to approval from the Assistant Remembrancer (Ceremonial) subject always to it being within the dignity of the building.
11. The sale of intoxicants within Guildhall and its precincts is not permitted.
12. (a) Guildhall is licensed as a venue for live music, however, no public performance shall take place except where specific permission has been granted by the Assistant Remembrancer (Ceremonial) for the performance. The use of Guildhall and availability of tickets of admission must not be advertised publicly unless a licence and special permission is granted.  
  
(b) The Hirer shall be responsible for obtaining all copyright permissions and shall produce copies of such permissions to the Assistant Remembrancer (Ceremonial) not less than 10 working days before the date of the function.

13. The City of London operates a list of caterers approved to carry out all catering functions at Guildhall ("the Eligible List") a copy of which is available on request from the Assistant Rememberancer (Ceremonial) or can be found on the City's website. The Hirer shall enter into such contract as he deems requisite only with a caterer selected from the Eligible List. Guildhall can only accommodate one caterer per day.
14. The City of London, by including firms of caterers on the Eligible List, does not accept any liability whatsoever for any negligence or breach of statutory duty of each or any of such caterers, and the Hirer shall make its own enquiries as to the adequacy or suitability of any such caterers, whose contract with the Hirer shall be entirely independent of any liability set out in these Conditions of Hire.
15. In the event that the Hirer gives, offers or allows either commission or gratuity to any person in the City of London's employ, then the City of London reserves the right to terminate forthwith the Hirer's use of Guildhall and the Hirer shall not be entitled to hire or use Guildhall on any future occasion. The Hirer is reminded that such conduct could constitute a criminal offence.
16. The City of London reserves the right to cancel forthwith the holding of any function at Guildhall for any reason and at any time. In the event of such function being cancelled the City of London shall not be held liable to the Hirer for any damages or loss sustained, for the avoidance of doubt but without limitation including, loss of business, profits or contracts or any damage to the Hirer's reputation or image as a result of or in any way arising out of the cancellation of the function but shall repay to the Hirer without interest all sums paid by the Hirer on account of the hire charge.
17. The City of London reserves the right to amend, alter, delete or substitute any term or condition herein contained upon giving not less than 28 days notice in writing to the Hirer.
18. The City of London may review proposed arrangements for any event at Guildhall and reserves the right to amend such arrangements to ensure that the event is in keeping with the dignity of Guildhall.
19. The Hirer will comply with any statutory obligation touching any matter connected with the Hire.
20.
  - (a) An initial non-refundable deposit of 25% of the hire cost shall be paid by the Hirer on confirmation of booking and the balance of the hire cost (non-refundable, subject to the discretion of the City of London), shall be paid to the City of London not less than 21 days prior to the date of the function. In the event of non-payment of the balance by such time, the City of London reserves the right to cancel the event and recover the balance from the Hirer as a debt.
  - (b) In the event of the Hirer cancelling the event at any time (for whatever reason) the City of London at its discretion reserves the right to recover any balance of the hire charge due from the Hirer as a debt.
  - (c) The Hirer will pay interest on any overdue invoices at the rate of 8% above Barclays Bank plc's base rate from time to time in force. Interest on overdue invoices shall accrue from the date when payment becomes due from day to day until the date of payment.
21.
  - (a) Neither party shall be liable to the other in respect of loss or damage and this hiring agreement shall automatically cease to be binding on the City and the Hirer if performance of it is affected by any act of

government or other competent authority, flood, storm, tempest, lightning, escape of water from any water tank, apparatus or pipe, earthquake, or other natural disaster, riot, civil war or commotion action of hostile foreign state (whether or not a formal declaration of war has been made given or received), fire, explosion, malicious damage (other than arising from the acts or defaults of the party claiming relief or their employees, servants, agents, sub-contractors or other persons over whom such party has direct or contractual control), act of God or other force majeure occurrence which could not have been avoided or mitigated by the application of due diligence or foresight.

- (b) For the avoidance of doubt it is hereby expressly agreed between the parties that industrial relations difficulties and failure to provide adequate equipment, materials, consumables and/or staff or similar matters which a prudent and diligent Hirer could have avoided with the application of foresight are not to be considered as events of force majeure under the preceding sub-clause.

22. In the event that the City of London receives a request in connection with the Freedom of Information Act 2000:-

- (a) the Hirer will use reasonable endeavours to assist the City of London, at no charge and within such timescales as the City of London may reasonably specify, in meeting any requests for information in relation to the Hire Agreement which are made to the City of London; and
- (b) the City of London will, wherever reasonably practicable, consult with the Hirer before disclosing information that relates to the Hirer.

23. The City is registered to process personal data under the Data Protection Act 1998. You acknowledges this and will, in the event that the Hire agreement requires the City to process personal data, not cause the City to be in breach of any of its obligations under the Data Protection Act 1998.

## The Schedule

### **1. Public Liability Insurance**

The Insurance to which reference is made in this Agreement has been effected with Royal and Sun Alliance Insurance Plc ("RSA").

The Insurance is in the normal terms of the RSA's Public Liability Policy which provides indemnity against legal liability for damages in respect of accidental:-

- (a) Injury (meaning bodily injury to or death, disease or illness of any person);
- (b) Loss of or damage to material property;

occurring during the Period of Insurance in connection with the Function.

The Limit of Indemnity is ten million pounds (£10,000,000) for any one claim.

The Policy does not provide insurance (1) for loss or damage to the Hirer's own property and equipment (2) in respect of liability arising from the ownership, possession or use of motor vehicles (3) against Employers Liability claims in relation to employees of the Hirer and (4) in respect of liability arising from the activity of any contractors (including caterers) employed by the Hirer for the function.

A copy of the Policy is available for inspection from the Office of the Chamberlain of London who will be pleased to assist with any enquiries (Telephone 020 7332 1338)

### **2. HEALTH AND SAFETY**

#### **Maximum Number of Guests**

- (a) The maximum numbers permitted in the Great Hall are as follows:-

For a Meeting (excluding the Dais)	760
For a Luncheon or Dinner	700
For a Reception	900

This figure may be augmented by the use of the other accommodation shown in paragraph (b) below to a total permitted number of 1500.

- (b) The maximum numbers permitted in other accommodation at Guildhall are as follows:-

	<b>Luncheon/Dinners</b>	<b>Receptions</b>	<b>Meetings</b>
East Crypt	160	250	160
West Crypt	160	250	160
Old Library	360	600	400
Print Room*	-	100	100
Guildhall Art Gallery	-	330	n/a
Basinghall Suite	80	100	80
Parlour	24	-	24
Livery Hall	240	330	250

(The maximum number of guests permitted at Guildhall using all rooms/suites is 1500).

\*The Print Room is not available to hire individually

- (c) Certain City of London staff are trained to the current H.S.E. First Aid at Work Regulations, however, Hirers of Guildhall, or any part of the Complex, are strongly advised to provide First Aid cover for the event.
- (d)
  - (i) A full risk assessment should be submitted to the City of London at least 10 working days before an event if the Hirer is bringing in additional equipment.
  - (ii) Full details of any scenery, properties, decorations or special effects for a particular event shall be made known to the City of London for approval at the time of booking and certainly before being brought into the Guildhall precinct so as to avoid the disappointment of a refusal of use.
  - (iii) Neither dry ice nor any water vapour shall be generated/utilised as part of any special effect.
  - (iv) Pyrotechnics are not permitted inside the building or in the Yard.

### **3. Guildhall Art Gallery - Restrictions and Conditions of Use**

- (a) Clear spirits, tonic water, orange Juice, champagne and/or white wine and canapés only may be served in the Upper Art Gallery subject to the written permission of the Assistant Remembrancer (Ceremonial) or the Curator of the Permanent Collection of Works of Art. All champagne and/or white wine bottles are to be opened in the servery. No dark liquids are to be served.
- (b) The Hirer is responsible for ensuring that their guests do not touch or lean against any pictures or statues or act in other ways that might reasonably be expected to cause damage to works of art on display, the same applies to the Great Hall, Old Library and Print Room.
- (c) The Hirer shall undertake to indemnify the City of London against any uninsured loss of or damage to works of art on display arising from specific and proved incidents during the course of the hirer's event.
- (d) The Gallery is hired "as seen", no additional furniture or equipment shall be introduced. No music shall be played at a volume or frequency that could cause works of art to vibrate.
- (e) Candles and other additional forms of lighting may not be introduced.
- (f) No photography is permitted in the Gallery except by prior arrangement.
- (g) Caterers must not place hot plates, warming cabinets, kettles or similar directly beneath any painting.
- (h) Plates and/or glasses must not be put on any sculpture, plinth or balustrade.
- (i) Barriers may be moved only by a member of the Gallery Staff, they must not be moved by the Hirer.

### **4. General requirement**

In respect of all of these matters particular care shall be exercised whilst working in the immediate vicinity of the statues or monuments.

## **What You Can Expect From Us**

You will be allocated an Event Coordinator who will be pleased to assist you with the arrangements for your event.

Your allocated Event Coordinator will liaise with your representative to discuss the building layout and evacuation procedure. At this point you will be advised how to get in touch with our team during your function should any problems arise.

We will provide a small number of directing staff for your function and the usual security staff will be on duty. These staff will scan all bags that your guests bring with them as a matter of course and direct them towards the cloakroom should they need it and function area. These staff are not responsible for checking tickets for your event or cross referencing a guest list.

Cloakroom staff will be provided for your event, usually one member of cloakroom staff per 100 guests however this is judged by the event and time of year. Items placed in our cloakrooms are left at the owners' risk.

## **Your Responsibilities**

We require the attached questionnaire to be returned to us at least a month before the event so that we may allocate staff.

We will require detailed floor plans and set up arrangements, including details of the placing of furniture and any PA you require us to provide at least 10 working days before the date of the function. (If this is not given we cannot accept responsibility for any items that are not in place).

If you are using a production team or any equipment other than that provided by Guildhall your team may wish to arrange a technical site visit with our electricians and fire officer, at least one week prior to the event commencing. Any electrical items plugged in to Guildhall's system will require a PAT test. A risk assessment must be provided if you are bringing in additional equipment. This needs to be submitted to the City of London at least 10 working days before your event.

We will require information on the following at least a week before your event (We cannot guarantee access will be granted to the Yard or private areas if we do not have this information due to the high security at the venue):

- detailed schedule of timings for the function at least a week before the date of the function.
- teams that will need access to the Guildhall to set up your function (to include, company names, arrival times & registration numbers of their vehicles that will need access to the Guildhall).
- names and vehicle registration numbers of any VIP's or disabled guests you have attending your function
- We will require you to make us aware of any specific security needs organised for VIP's and to be made aware of VIP's attendance
- Any guests requiring additional assistance or special requirement

It is customary as with other City venues for the senior staff on duty to be provided with a meal at the event. Please check with your Event Coordinator how many meals are required.

## **Instructions To Production or Lighting Suppliers Requiring Lighting Supplies At Guildhall**

**Apart from local 13 amp sockets (which are limited in the Great Hall) there are two larger electricity supplies available. A 63Amp single phase commando socket located in the Press Gallery on the north side of Great Hall and a 32Amp single phase commando socket located behind the Lord Mayor's canopy on the south side.**

**Where companies require electrical services in excess of this provision they should contact their assigned Event Coordinator to discuss using a three phase supply.**

This supply is a three phase, 100 amp (125A TPN industrial socket, fused 100A) located in B switch room in the basement below Great Hall.

**The above supply is the property of Guildhall and is temporarily un-metered.**

It is the responsibility of the organiser or his contractor to make the appropriate application to Guildhall as early as possible before the date of the function.

The procedure is as follows:

Make preliminary enquiry to the assigned event coordinator by telephone and state that the un-metered film lighting supply is required at Guildhall.

Give the following information:

1. Name of company requiring the supply and an order number or invoicing reference.
2. The date for connection.
3. The date for disconnection.
4. The total load and the nature of the load.
5. Duration of the performance including tests and rehearsals.
6. Confirm all of the above in writing to Guildhall, City of London, PO Box 270, Guildhall, London, EC2P 2EJ EDF who will render an estimated account based on the above information.

**The installation company/contractor shall supply certification of any temporary installation before the electricity supply is made available from the fixed installation. This shall be handed to the City of London's duty electrician before connection is made.**

**WARNING It is an offence to tamper with the above un-metered supplies and City of London Staff should not be approached to do so.**

If you are agreeable to use of the Guildhall and its precincts (including the XX and outlying areas as identified in the floor plan issued to you separately) from 4pm – 11pm\* being granted to you on the terms set out herein and in the accompanying letter, please sign both this document and the copy of the letter supplied and return it to me.

If the signed copy letter is not returned, but you hire the Guildhall venue, you will be deemed by the City of London to have done so on the above terms.

\* Please note guests must be clear of the venue by 11pm or additional charges will be incurred.

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Assistant Remembrancer

I, (name of authorised signatory of Hirer) for and on behalf of (Company Name) hereby agree to the terms and conditions of hire for the use of the Guildhall and its precincts (including the XX and outlying areas as identified in the floor plan issued to me separately) on XX/XX/XXXX as set out in the Conditions Governing Use of Accommodation at the Guildhall, as may be varied by the accompanying letter.

Signed.....

Position or Status within Company.....

Dated.....

## FUNCTION QUESTIONNAIRE

Name of Company: \_\_\_\_\_

Name of Function: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Representative: \_\_\_\_\_

Date of function: \_\_\_\_\_ No. of guests: \_\_\_\_\_

Times: Guests Arrive: \_\_\_\_\_ Guests Leave: \_\_\_\_\_

Guests clear of the building: \_\_\_\_\_

**Please provide a detailed timing schedule for your event 10 working days before the day of your function.**

Type of function: Breakfast/Luncheon/Dinner/Reception/Presentation/Meeting/Other  
(Please specify): \_\_\_\_\_

\_\_\_\_\_

Dress: \_\_\_\_\_

Details of room being used & for what purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide other details for your event if known such as florist, toastmaster,  
production etc.

\_\_\_\_\_

\_\_\_\_\_

## **Guildhall Venue Hire security form**

Guildhall is widely recognised as an outstanding symbol of London and as such can be a potential target for terrorists and protest groups. In consequence, the City of London, in managing Guildhall, gives a high profile to security. The full time security team provides continuous CCTV surveillance of all areas, visitors' baggage scanning and verification of the identity of guests attending private or corporate hospitality events.

As part of our security arrangements we require applicants wishing to hire areas of Guildhall for events, to complete this form and return it by post, fax or email prior to the booking being confirmed.

**The information provided below will be treated in the strictest confidence and in accordance with the Data Protection Act 1998.**

**Function:**

**Date:**

**Company:**

**Client contact:**

- 1. What is the main business of your Company?**
- 2. Is there any reason why your company or the event you are holding at Guildhall would be a target for terrorists or protestors?**
- 3. Has the event been publicised?**
- 4. Are you expecting any high profile guests at your event for whom special security or police protection will be provided?**
- 5. Will you be providing any kind of security/vetting of guests attending your event at the entrance area?**
- 6. Is there anything we should be aware of in respect of the arrangements for your event which will impact on the security arrangements?**

**Signed:.....Print name:.....**

**Date:.....**

PLEASE RETURN TO  
Remembrancer's Office, Guildhall  
PO Box 270  
London  
EC2P 2EJ  
Ph. 020 7332 1313 / 1461  
Fax. 020 7332 1996  
Email. [Guildhall.events@cityoflondon.gov.uk](mailto:Guildhall.events@cityoflondon.gov.uk)